

U.S. GOVERNMENT PRINTING OFFICE
Seattle, Washington

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

National Veterans Wheelchair Games

as requisitioned from the U.S. Government Printing Office (GPO) by

**U.S. Veterans Administration
Spokane Veteran Affairs
VA Medical Center
Spokane, WA**

Single Award

The term of this contract is for the period

beginning Date of Award and ending March 31, 2010

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the products ordered under this contract will be located within a 20-mile radius of Spokane, WA. Any bidder intending to use production facilities outside this area should furnish information, with the bid (**see page 13**), which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

BID OPENING: Bids will be publicly open at 2:00 P.M., prevailing Seattle, WA, time on April 7, 2009.

Fill out and mail Section 4; Schedule of Prices; of this specification with a copy of the 910 form to: U.S. GOVERNMENT PRINTING OFFICE; 4735 E. Marginal Way South; Seattle; Washington; 98134. Mark your bid "ATTN: 1055-S" on the outside of the envelope.

The following web address will allow you to print a copy of the 910 form, which is normally found in the back of the specifications. <http://www.access.gpo.gov/procurement/bids910.pdf>

THIS IS A NEW CONTRACT, THERE IS NO PRICING HISTORY.

CONTRACT TERM: The term of this contract is for one year (the base year), and one option years. Attention is directed to the clauses: "Economic Price Adjustment," and "Option to Extend the Contract Term."

For information of a technical nature call Ken Foster, Ext. #17, or e-mail kfoster@gpo.gov, other questions should be directed to the contract administrator, Sandy Sheridan, Ext. #12, or e-mail ssheridan@gpo.gov Phone: (206) 764-3726 (no collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 6/01)), and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised December 1992)). http://www.access.gpo.gov/procurement/ct/terms/ct_title.html; <http://www.access.gpo.gov/procurement/qatap/qatap.pdf>. The above links will enable viewing of the most current versions of the aforementioned documents.

SUBCONTRACTING: The predominant production function is offset presswork. Signage, imaging on fabrics or plastic may be subcontracted out.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (from MIL-STD-I05):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.
- (c) Exceptions: Quality Level III on multiple-color issues.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Electronic camera copy, or digital proof.
P-8. Halftone Match	Electronic camera copy, or digital proof.
P-9. Solid & Screen Tint Color Match	Electronic camera copy, or Pantone Matching System.
P-10. Process Color Match	Electronic camera copy, or a contract quality digital proof.

OPTION EXTENSION OF CONTRACT TERM: The Government may extend the term of this contract by written notice to the contractor no later than 60 days before the contract expires. If the Government exercises this option, the extended contract will include all provision herein. The total duration of this contract, including the exercise of any options, will not exceed two years.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Contract Term clause on page 1. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the adjusted period (excluding reimbursable postage or transportation costs) shall be adjusted by the percentage increase or decrease in the average, seasonally adjusted Consumer Price Index as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first program year of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the price adjustment period.
- (2) **The Government will notify the contractor in writing of the percentage increase or decrease to be applied** to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

LIMITATION OF PERFORMANCE AND CONTRACTOR OBLIGATIONS: Funds are available for performance of this contract for the first program period only. The amount of funds available at award is not considered sufficient for the performance required for any program period other than the first program period. When additional funds are available for the full requirements of the next succeeding program period, the Contracting Officer shall, not later than the date specified in the "Options" clause (unless a later date is agreed to), so notify the contractor in writing.

The Government's obligation to the contractor, as specified and limited under this contract, extends only to work under program period requirements for which funds have been made available and as obligated by each print order.

The contractor is not obligated to incur costs for the performance required for any program period after the first unless written notification is received from the Contracting Officer of an increase in availability of funds. If so notified, the contractor's obligation shall increase only to the extent contract performance is required for the additional program period for which funds have been made available.

If this contract is terminated under the "Termination for the Convenience of the Government" clause "total contract price" in that clause means the amount available for performance of this contract, as provided for in this clause. The term "work in process" in that clause means the work under program period requirements for which funds have been made available. If the contract is terminated for default, the Government's rights under this contract shall apply to the entire multiperiod requirements.

FACSIMILE BIDS: The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. **Facsimile bids transmitted to GPO offices will not be considered.**

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct a pre-award survey or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under this contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under this contract from date of award through March 31, 2010. All print orders issued hereunder are subject to the terms and conditions of this contract. This contract shall control in the event of conflict with any print order. When mailed, a print order shall be "issued" for purposes of this contract at the time the Government deposits the order in the mail.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington D.C., 20401. Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of getting paid. Your voucher goes directly into the electronic database of vouchers and is scheduled for payment. The following website address will allow you to create the GPO payment barcode cover page.
<http://winapps.access.gpo.gov/fms/vouchers/barcode/>

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1. The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any. Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/ delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source. The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations. Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

RECOVERED MATERIALS PROGRAM: The Government Printing Office is promoting the use of recovered materials in its contracts to the maximum extent practicable, provided all specification requirements are met. Offerors are encouraged to supply paper and paper products that contain recovered materials even in the absence of a specific solicitation provision or contract clause requiring such materials. Recovered materials shall mean "recovered fiber" or "postconsumer recovered fiber" as defined in "Government Paper Specification Standards No. 11," published by the Joint Committee on Printing. However, when used in conjunction with the cotton/linen content of paper, "recovered fiber" means a postconsumer fiber and "recovered material" means a preconsumer fiber.

By submission of a bid or offer, or by substantial performance on a small purchase, the offeror certifies that the paper to be supplied contains at least the minimum percentage of recovered materials in the paper products as specified. This certification concerns a matter within the jurisdiction of an agency of the United States, and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001. The Government reserves the right to require proof of such certification prior to first delivery and thereafter as may be otherwise provided for under the provisions of the contract.

When the use of recovered materials is specified, the contractor shall maintain manufacturer/mill accounting and record summaries on the fiber weight content used as feed stock, for the purposes of Government audit, that will verify (a) the contractor's certification of the minimum percentage of recovered materials used in the performance of the contract, (b) that the paper and paper products are in compliance with the specification requirements, and (c) the paper is manufactured in accordance with the Environmental Protection Agency (EPA) Paper Products Recovered Materials Advisory Notice (61 FR 26985, May 29, 1996) whether the products are manufactured by the contractor or another paper mill. The contractor, if not the manufacturer, shall obtain this information from the paper manufacturer. The contractor shall maintain, and make available to the Government, these documents for one year after the expiration of the contract. Nothing in this clause shall excuse the contractor from furnishing the specified paper.

SECTION 2.-SPECIFICATIONS

SCOPE: These specifications cover the production of various self cover newsletters, single sheet items, banners and signage requiring such operations as process color printing, imaging on fabric and/or plastic, binding, packing and distribution.

TITLE: National Veterans Wheelchair Games.

FREQUENCY OF ORDERS: Approximately 39 order in all. 4 orders of flat forms in format "A" and approximately 25 orders of flat forms and 10 orders of books in format "B".

Approximately 4 sign orders, and 1 banner order. The signs and banners may be subcontracted.

QUANTITY: Approximately 2,000 per flat form in format "A". Also, approximately 5,000 per flat form order and 2,000 per book order in format "B".

Signage: Approximately 500 per order.

Banners: Approximately 150 per order.

NUMBER OF PAGES: Approximately 2 per flat form in format "A". Also, approximately 2 per flat form order and 8 per book order in format "B".

TRIM SIZE: Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

Format "A" will include any trim size up to and including 5 x 7".

Format "B" will include any trim size over 5 x 7" up to and including 8-1/2 x 11".

Signage will be up to and including 3 x 5 feet. The average sign will be 10 square feet; 75% will be imaged on white corrugated plastic while the balance will print on 90 lb. Index.

Banners will be up to and including 2 x 6 feet with an average size of 12 square feet.

GOVERNMENT TO FURNISH:

Electronic media on CDs. Software could include but not limited to: PageMaker, Adobe PDF, Photoshop, Illustrator and Excel. In addition, InDesign, Quark XPress, Freehand, Suitcase, PostScript, CorelDraw, Publisher, and MS Word files. Software will be in a variety of versions. Printer fonts will be provided on the disk. The contractor must have the current versions and upgrade as they become available.

Print Order with distribution list.

One reproduction proof (image size 7-7/8 x 6-1/8") for shipping container labels.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except form number and revision date, carried on copy or film, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to furnish," necessary to produce the products in accordance with these specifications.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency. The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the specified quality level.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, Postscript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

FILMS: Film is not required.

PROOFS: Only required on the lithographic printing, when requested.

Digital color content proofs created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back and trimmed and folded to the finished size of the product.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February, 1999. <http://www.access.gpo.gov/qualitycontrol/paperspecs/index.html> . The above link will enable viewing of the most current versions of the fore mentioned document. Color of paper furnished shall be of a uniform shade and a close match by visual inspection of the JCP and/or attached color sample(s). The Contracting Officer reserves the right to reject shipments of any order printed on paper the color of which, in his opinion, materially differs from that of the color sample(s). Slight variations in shade will be permitted.

All text paper used in each copy must be of a uniform shade.

The paper to be used will be indicated on each print order.

Number 1 white offset book, basis size 25 x 38", 60 lbs. per 500 sheets, equal to JCP Code A61.

White litho coated book, basis size 25 x 38", 70 and 80 lbs. per 500 sheets, equal to JCP Code A181.

White and colored index, basis size 25-1/2 x 30-1/2", 90 lbs. per 500 sheets, equal to JCP Code K10.

Banner stock of suitable weight will consist of outdoor white fabric or outdoor white vinyl suitable for imaging on both sides in color.

White corrugated plastic sheeting; approximately 3/16" thick with suitable flutes.

PRINTING: Lithographic printing will consist of one color and/or four color process. Both one and two-sided printing will be ordered on this contract. Approximately 75% of the flat forms and signs will print in four color process, while the balance will print in a single ink color.

Signs and banners will include large type in black and other single colors. Most signs and banners will require a full color logo. All signs and banners will image one side only.

INK: Lithographic ink used in the production of this contract must contain a minimum of 20% vegetable oil.

Imaging ink/paints for the production of the signs and banners are not required to have a minimum vegetable oil.

MARGINS: Margins will be as indicated on the print order or furnished copy. The maps will bleed four sides.

BINDING: Various binding styles will be ordered in each of the formats in accordance with these specifications.

Each print order will contain complete binding instructions.

Newsletters:

Saddle-Stitched Products:

Fold, inset, saddle-wire stitch with two wire stitches.

Forms:

Orders may require one stitch in the upper left corner or 2 stitched in the side, trim four sides and/or shrink wrap as indicated on the print order.

Folding:

Fold with one or two parallel folds or with one half fold and one right angle fold.

Perforation:

The meal voucher may require printing 4 to a sheet with perforations between each voucher; which will consist of 3 parallel perforations which run the 8-1/2" dimension per sheet of 8-1/2 x 11".

Lamination:

Orders may require clear heat-sealed, lamination, approximately .003 to .005" thick on one or two sides. Trim flush or leave a 1/8" lip to encapsulate as indicated on the print order.

Banners produced on outdoor fabric or outdoor vinyl will require finished edges with suitable grommets located at the corners and approximately every 18" to 24" inches on all sides.

PACKING: Pack suitable quantities per shipping container.

Shipping containers shall not exceed 45 pounds when fully packed.

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

Label each box or shipping container on the end with the form number, quantity and title of item. When more than one form type is shipped per box, label must indicate all products and quantities.

DISTRIBUTION: Ship f.o.b. destination.

Delivery may require multi distributions in and around Spokane, WA.

A copy of each packing slip indicating destination(s) and number of box(es) must be sent to:

Spokane VA Medical Center
4815 North Assembly St.
Spokane, WA 99205

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order, GPO Form 2511.

No definite schedule for pick-up of material can be predetermined.

The bulk of the work placed on this contract will occur in the months of April and May, 2009.

Schedule will begin the workday of notification of the availability of print order and furnished material.

All expenses incidental to picking up and returning materials, proofs and furnishing sample copies must be borne by the contractor.

Government furnished material will be picked up and delivered to the Spokane, WA area.

The proofs, when required, will be held from one hour to 2 workdays, depending on the order placed.

DELIVERY: Most orders will allow 2 to 10 workdays from availability of print order and furnished material. **Newsletter orders will have the print order and furnished material available by 5:00 PM and will need to be delivered by 5:00 AM the following day.**

The ship/deliver date indicated on the print order is the date products ordered must be delivered to the destination or destinations indicated.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 12 months' work under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during the term of this contract.

The following item designations correspond to those listed in the "Schedule of Prices".

	<u>(1)</u>	<u>(2)</u>	<u>(3)</u>	<u>(4)</u>
I. a;1.	XXXX	80	XXXX	1,600
b;1.	2	13	40	650
2.	6	38	120	1,900
	(1)	(2)		
c.	38	112		
d.	13	37		
e.	XXXX	1,800		
	(1)	(2)		
II. a.	10	311		
b.	54	1,204		
c.	16	311		
d.	XXXX	104		
e.	XXXX	145		
III. a.	2	13		
b.	5	29		
IV. a.	678			
b.	35			
c.	150			

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid), N/A or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government; whether or not such items are included in the Determination of Award.

Fractional parts of 100 will be prorated at the per 100 rate.

I. PRINTING, BINDING AND DISTRIBUTION: The prices quoted must be all inclusive for printing, collating, binding, packing and delivery as required in accordance with these specifications.

	Make-ready and/or Setup Charges (Formats)		Running Charges per 100 copies (Formats)	
	A (1)	B (2)	A (3)	B (4)
a. <u>Saddle Stitched:</u>				
1. Printing in four-color process, cost per page.	\$XXXXXXXX	\$_____	\$XXXXXXXX	\$_____
b. <u>Flat Sheet Forms:</u>				
1. Printing in a single color, per page.	\$_____	\$_____	\$_____	\$_____
2. Printing in four-color, process, cost per page.	\$_____	\$_____	\$_____	\$_____

Signage:

	<u>single color.</u> (1)	<u>full color</u> (2)
c. White corrugated plastic sheeting. Cost must include stock and imaging. Cost per 100 square feet.	\$_____	\$_____
d. White 90 lbs. Index. Cost must include stock and imaging. Cost per 100 square feet.	\$_____	\$_____
e. Banners will image in four color process process on one side. Cost must include the stock, and all finishing requirements as required. Cost per square foot.	\$XXXXXXXX	\$_____

Initials

- II. PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered in the applicable "Format" group. The cost of any paper required for make-ready or running spoilage must be included in the prices quoted. Computation of the net number of leaves will be based on the following; one leaf is equal to 2 text pages.

Per 100 leaves	
Format A	Format B
(1)	(2)
a. Number 1, White Offset Book, 60 lbs.	\$_____.
b. White Litho Coated Book, 70 lbs.	\$_____.
c. White Litho Coated Book, 80 lbs.	\$_____.
d. White Index, 90 lbs.	\$XXXXXXXX \$_____.
e. Colored Index, 90 lbs.	\$XXXXXXXX \$_____.

- III. PROOFS:** Digital content proofs created using the same Raster Image Processor (RIP) that will be used to produce the product.

	A	B
	(1)	(2)
a. Grayscale proof, per page.	\$_____	\$_____
b. Four color process proofs, per page.	\$_____	\$_____

- IV. ADDITIONAL OPERATIONS:** The bids for each of the following operations must include the cost of all required materials and operations.

- | | |
|---|---------|
| a. Folding per 100 leaves. Cost per 100 complete folded leaves. | \$_____ |
| b. Laminating with clear lamination, 0.003" to 0.005" thick; cost per square foot of lamination used. | \$_____ |
| c. Perforate with parallel perforations. Cost per 100 perforations. Three perforations per run maximum. | \$_____ |

Initials

My production facilities are located within the assumed area of production. _____ yes _____ no.

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

Proposed carrier(s) for pickup of Government Furnished Material. _____.

Number of hours from acceptance of print order to pickup of Government Furnished Material. _____.

Number of hours from pickup of Government Furnished Material to delivery at contractor's plant. _____.

Proposed carrier(s) for delivery of completed product _____.

Number of hours from notification to carrier to pickup of completed product. _____.

Number of hours from pickup of completed product to delivery at destination. _____.

BIDDER'S NAME AND SIGNATURE: Fill out and return all pages in "Section 4.- Schedule of Prices" and initial or sign each in the space provided, and submit with GPO Form 910, "Bid". Only the original is required. Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder _____

City - State

Signature and title of person authorized to sign this bid

Person to be contacted

Telephone Number